

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;"><u>Panama City</u></div>	2. Agency Department of State	3a. Position Number 313201 A56025		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Administrative Clerk - 105	FSN-6		2.22.16
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>) Security Assistant		7. Name of Employee		
8. Office/Section Regional Security Office		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Provide administrative and support services for one Regional Security Officer (RSO), two Assistant Regional Security Officers (ARSO's), three Foreign Service National Investigators (FSNI's), one Residential Security Coordinator (RSC), one Residential Security Technician, two Local Guard Force (LGF) supervisors, and one Surveillance Detection Team (SDT) supervisor. The Security Assistant is the first point of contact for the LE Staff office and is the focal point for customer service and all administrative operations. The Administrative Assistant reports to the RSO OMS.				
14. Major Duties and Responsibilities				

1. Provides administrative support to the RSO staff. Screens and processes incoming mail and telephone inquiries. Distributes action items to appropriate staff members. Monitors section employee's calendars and assists with scheduling meetings, arranging transportation, and escorting visitors.
20% of time
2. Prepares official correspondence according to prescribed formats and styles. Translates letters, security directives and notices from English to Spanish and vice versa. Proofreads and edits documents for formatting and style. Distributes documents as necessary.
20 % of time
3. Maintains and archives section files (both electronic and paper) in accordance with Department of State's regulations.
10 % of time
4. Keeps track of investigations and name checks, responds to status updates, and follows up with the FSN Investigators. Ensures that all necessary documentation is provided before assigning background investigations and name checks to the FSNIs.
10 % of time
5. Assigns eService's security requests. Schedules appointments for finger printings, LE staff security briefings, and residential security issues. Assists as necessary to complete the security services requests in a timely manner.
10 % of time
6. Submits work orders, motor pool requests, access requests, and ILMS procurement requests. Orders and maintains inventory of supplies for office usage. Ensures all equipment is in working order and properly maintained.
5 % of time
7. Provides travel and logistical support for RSO personnel and visitors. Arranges transportation and hotel logistics. Prepares travel authorizations and vouchers. Assists with logistical support for representational events and representational vouchers.
5 % of time
8. Maintains a yearly recertification list for current employees who are due for recertification and ensures that they are processed on time by the FSNIs.
5 % of time
9. Manages the Residential Security Warden Program to include procurement, management and issuance of emergency supplies and updated list of residential security wardens.
5 % of time
10. Other related tasks as directed by the RSO, ARSO's or OMS in conformance to standards and the efficient cost-effective operations of the office.
5 % of time
11. Serves as a primary back-up for the RSO OMS
5% of time

NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency

15. Qualifications Required For Effective Performance

- a. Education:
Minimum of high school degree.
- b. Prior Work Experience:
Minimum of three years as a Secretary/Administrative Assistant/Office Manager or related field.
- c. Post Entry Training:
WebPASS and eServices
ILMS and Ariba
Win T&A and e2 Travel Solutions
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
English: III speak/III read required.
Spanish: III speak/III read required.
- d. Job Knowledge:
Knowledge in administrative and office management matters.
- e. Skills and Abilities:
Microsoft Office 2010 proficiency required (Word, Excel, and PowerPoint).
Ability to draft and prepare different types of correspondence.
Organize electronics and paper files.

16. Position Elements

- a. Supervision Received:
RSO Office Management Specialist
- b. Supervision Exercised:
N/A
- c. Available Guidelines:
Security Directives and Notices, Post Policy, FAM/FAH.
- d. Exercise of Judgment:
Work independently and under little supervision.
- e. Authority to Make Commitments:
Arranges meetings, follows up on requests, and maintains databases.
- f. Nature, Level and Purpose of Contacts:
Embassy employees and GOP officials.
- g. Time Expected to Reach Full Performance Level:
Twelve weeks.